

City of Johnson City

Downtown Historic District Design Guidelines



CITY OF JOHNSON CITY HISTORIC ZONING COMMISSION

601 E. MAIN ST. • P.O. BOX 2150 • JOHNSON CITY, TN 37601

www.johnsoncitytn.org/devservices/planning/historic



TABLE OF CONTENTS

<u>Page</u>	<u>Subject</u>
4.	Introduction
5.	Design Guidelines Application
6.	Purpose of Design Guidelines
10.	Understanding the Downtown Historic District
12.	Procedures in the process to get approval
16.	Guidelines for rehabilitation and new construction
18.	Policy 1: A building shall appear similar in scale to traditional commercial buildings.
19.	Policy 2: Commercial buildings were simple rectangular solids, deeper than they were wide.
20	Policy 3: Architectural character and materials
21.	Policy 4: The building shall be visually compatible with traditional commercial buildings.
22.	Door guidelines
23.	Window guidelines
24.	Policy 5: Street level of building shall be pedestrian friendly.
26.	Policy 6: Outdoor use areas.
28.	Policy 7: Maintain the line of building fronts in the block
28.	Policy 8: Energy Efficiency additions
29.	Policy 9: Minimize the visual impacts of an addition and design it to be compatible with the historic structure.
31.	Guidelines for streetscapes.
32.	Policy 10: Signs and Murals

<u>Page</u>	<u>Subject</u>
34.	Policy 11: Awnings and Canopies.
35.	Policy 12: Lighting
36.	Policy 13: Mechanical equipment
37.	Policy 14: Parking lots and structures
38.	Policy 15: Landscaping
38.	Policy 16. Paint and color
40.	Demolitions
41.	Relocations
42.	Legality
43.	Appendix
46.	Appendix II
53.	Appendix III

INTRODUCTION

The Downtown Historic District encompasses Johnson City's original central business district. This area, centering on Main and Market Streets, includes the city's oldest commercial buildings and much of its historical architecture. Johnson City was started as a depot on the East Tennessee and Virginia Railroad in mid-1856. It was not until completion of the East Tennessee and Western North Carolina Railroad (ET & WNC) in 1881 that the current downtown began to take shape. The central business district moved from Market Street to Main Street and businesses, houses, and retail establishments began to fill in along Public Square (now Fountain Square) and on both sides of Main Street. Some buildings still exist from this 1885-1890 boom period. Downtown is unique and special within the community with many buildings reaching over 100 years of age and if properly maintained they can have an indefinite life span.

Like many central business districts, the appearance and composition of downtown Johnson City changed during the latter decades of the 20th century. In the absence of design guidelines, demolition of historic structures, and adverse new development occurred. "Modernization" and insensitive renovation of historic facades as well as deterioration resulting from a lack of maintenance took its toll. In an effort to reverse the decay process, municipal "improvements" made to the public streetscape further eroded the historic character of the district.

The local movement to rehabilitate and preserve historic districts is now infusing new life into downtown Johnson City. This manual is intended to help property owners and others understand the value and methods of respectful rehabilitation and maintenance of the historical character of their buildings. It makes sense now, from every perspective, to preserve and build on the investment of previous generations and to restore, enhance, and preserve downtown Johnson City.

These design guidelines are intended to guide restoration and preservation of the district's historic character for the benefit of Johnson City residents and the enjoyment of tourists and visitors. The guidelines seek to develop and maintain an environment that enhances commerce, increases pedestrian activity, and contributes to the social, cultural, and economic quality of life while preserving the community's historical legacy for future generations. The guidelines, which shall be used as the objective standards for the design review process, pertain to modifications of the exterior facade and new construction. They are rooted in design principles and preservation standards used by historic districts across the country.

If your property lies within the Downtown Historic District (see the map on page 7), it shall be subject to design review when you plan certain types of construction work. To determine if design review is necessary the following chart page shall be used as a guide.

The Downtown Historic Design Guidelines are for the Downtown building owners. The companion document for the public component is the Downtown Revitalization Element, which is part of the city's Comprehensive Plan.

DESIGN GUIDELINES APPLICATIONS

DOES NOT REQUIRE A CERTIFICATE OF APPROPRIATENESS

- Glass Replacement (simple replacement with same or similar glass)
- Interior Renovations
- Landscaping
- Routine Exterior Maintenance (cleaning, painting {except for brick buildings not previously painted})

CERTIFICATE OF APPROPRIATENESS (CofA) REQUIRED

STAFF APPROVAL - Existing Structures (For the following items, staff has authority to issue CofA without submission to the HZC, if proposed change conforms to the Design Guidelines and are in like kind.)

- Replacement of awnings, signs & lighting fixtures
- Replacement of doors (including the installation of storm doors)
- Replacement of fences & retaining walls
- Replacement of windows (including frame & installation of storm windows)
- Replacement of roofs, gutter & downspouts
- Replacement of mechanical equipment
- Replacement of exterior building material (brick, stone, etc.)
- Paint except for brick buildings not previously painted

HZC APPROVAL – New Structures, Major Alterations

- New structures
- New additions which increase the buildings square footage
- Major exterior alterations (including finish materials, awnings, doors & windows, gutter/ downspouts, light fixtures, mechanical equipment, and storm doors & windows when new or not in like kind)
- Demolitions
- Moving existing structures
- New parking lots
- Paint for brick buildings not previously painted

I. Purpose of Design Guidelines

A. Design Goals

The design guidelines are based on several explicit goals for the Downtown Historic District.

- To develop an environment that encourages commerce, increases pedestrian activity, and contributes to the city's quality of life.
- To restore and preserve historic character when rehabilitating a building.
- To design new construction that shall respect and be compatible with the scale, setback, and rhythm of existing buildings.
- To avoid demolition by properly maintaining existing buildings.
- To ensure that public improvements complement district character.
- To promote visual harmony among buildings while allowing for variety and creative design.
- To develop a visually interesting and appealing environment for residents and visitors that recognizes downtown as the "visual" center of the community and a unique community asset.
- To preserve the historic character and architectural resources of downtown for future generations.

B. Design Guidelines and Design Review

The design guidelines address exterior features, particularly the defining characteristics on facades and readily visible sides of buildings. Rather than rules dictating a particular style, the guidelines offer flexibility for achieving design compatibility to maintain a harmonious feel within the district. As the standards for the design review process, the guidelines emphasize preservation over complete restoration. This approach is illustrated by descriptors such as repair, retain, maintain, and protect. The preference and emphasis is to repair original material rather than replace; to retain original storefront elements; to maintain, for example, the original brick cornices; and to protect the original upper façade features that mark a building's historical integrity.

For new development, the overall relationship of the structure to the street and its surrounding area is reviewed. The building width, height, setback, floor levels, and pattern of repeated elements such as windows and doors is important in assuring that infill development harmonizes with the rhythm of the existing streetscape.

C. Uses and Benefits of Guidelines and Design Review

The guidelines are based on design principles and preservation standards used in historic districts across the country. These guidelines shall be used as the standards in the review process for all renovations and new construction projects which involve work visible to the public and for all demolition / relocation projects within the district. They also contain design guidelines for signs and other streetscape elements. Building owners, tenants, and professional designers are encouraged to use these guidelines early in the planning of buildings, alterations, or improvement projects to assure appropriateness and minimize later design changes.

The guidelines shall be helpful in:

- **Beginning a design.** Unnecessary guesswork as to the appropriateness or acceptability of a design shall be avoided.
- **Working with an architect.** Knowing which types of design are encouraged shall help owners to formulate clearer design requests.
- **Working with the Historic Zoning Commission (HZN).** Because the guidelines establish a common language of communication, both building designers and the Historic Zoning Commission (HZN) shall have a common reference point from which to evaluate a design.

The guidelines and design review are developed to promote and protect the architectural integrity of the individual buildings as well as the historical character of the downtown district as a whole. They benefit: all of Johnson City; the downtown area; and individual property owners.

What Design Guidelines Do:

- Restore, maintain, and reinforce district character;
- Guide and improve district growth and development;
- Protect property values by avoiding inappropriate design;
- Enhance and protect the visual integrity of the district;
- Provide the standard for objective design review (a level playing field) which applies equally to all;
- Serve as a common reference for architects, contractors, merchants, and property owners;
- Heighten public awareness of the value of historic structures and architecture;
- Provide the framework for making new construction and additions to historic structures as compatible as possible with the rest of the district; and
- Provide a pedestrian oriented downtown.

What Design Guidelines Do Not Do:

- Do not address the use or zoning of the property;
- Do not address the interior;
- Require or force owners or tenants to make changes to a property, if they are not already making changes (Design review only occurs when an owner proposes change or construction that requires a Certificate of Appropriateness and a possible Building Permit.);
- Prohibit new construction or additions to historic buildings; or
- Dictate design decisions.

Every building in the district is influenced by the actions of other building owners and has an impact on the property value of adjacent properties. All property owners' rights are protected from the adverse economic impact which could result from inappropriate actions through failure to adhere to the design guidelines.

DESIGN STANDARDS FORMAT

The historic preservation guidelines are presented in a standardized format as illustrated below. Each of the components is used by the city in determining appropriateness. Additional features that appear on a typical page of the historic preservation standards are summarized at right.

Sidebars

These provide additional information that will be helpful in understanding the guideline. In some cases a sidebar includes links that direct users to additional material; this may be technical information about a rehabilitation procedure or other helpful information.

Appropriate and Inappropriate Solutions

In many cases, images and diagrams in the historic preservation standards are marked to indicate whether they represent appropriate or inappropriate solutions



A check mark indicates an appropriate solution.



An X mark indicates solutions that are not appropriate.

A → Windows

B → *Policy 1: Historic windows help convey the significance of historic structures, and shall be preserved. They can be repaired by re-glazing and patching and splicing elements such as muntins, the frame, sill and casing. Repair and weatherization also is more energy efficient, and less expensive than replacement. If an original window cannot be repaired, new replacement windows shall be in character with the historic building.*

C → A. Maintain and repair historic windows.

- D** →
- Preserve historic window features including the frame, sash, muntins, mullions, glazing, sills, heads, jambs, moldings, operation and groupings of windows.
 - Repair and maintain windows regularly, including trim, glazing putty and glass panes.
 - Repair, rather than replace, frames and sashes, when possible.
 - Restore altered window openings to their historic configuration, when possible.



Key

A Design Topic Heading

B **Policy Statement:** This explains the desired outcome for the specific design element and provides a basis for the design standards that follow. If a standard does not specifically address a particular design issue, then the city will use the intent statement to determine appropriateness.

C **Design Standard:** This describes a desired outcome related to the intent statement.

D **Additional Information:** This provides a bullet list of examples of how, or how not to, comply with the standard.

E **Illustration(s):** These provide photos and/or diagrams to illustrate related conditions or possible approaches. They may illustrate appropriate or inappropriate solutions as described at right.

E. FREQUENTLY ASKED QUESTIONS

Shall the Historic Zoning Commission take into account cost and affordability?

In specific cases where affordability becomes an issue, the HZC shall work with the applicant to find an alternative that shall be satisfactory to all. However, any such solution must still meet the overall intent of the design guidelines and enabling ordinance of the HZC.

What happens if I make a change without applying to the Historic Zoning Commission?

Community cooperation and knowledge are important if the HZC is to serve its purpose. If the HZC becomes aware of a change within a district made without approval, it shall, as a matter of policy notify the owner and request an explanation. Depending on the specifics of the project, the HZC may take remedial action. This could take the form of a fine or could result in an order to restore the building to its original condition. If the project is still in progress, a stop work order may be issued.

Is design review constitutional?

The courts have recognized the importance of preserving the character of a community. In 1978, the U.S. Supreme Court ruled in favor of the legality of preservation as a planning tool. It stated, "The objective of preserving areas with specific historic or cultural significance is an entirely permissible government goal. States and cities may enact land use restrictions or controls to enhance the quality of life by preserving the character and desirable aesthetic features of a city."

How shall the design guidelines affect functional concerns for a property owner?

While appearance is important, owners are also concerned that their properties be safe, easy to maintain and meet their functional needs. In general, the design guidelines take these interests into consideration and make recommendations for practical, cost-effective alternatives that shall be compatible with the context.

Do I have to fix my building or can the Historic Zoning Commission make me restore my building?

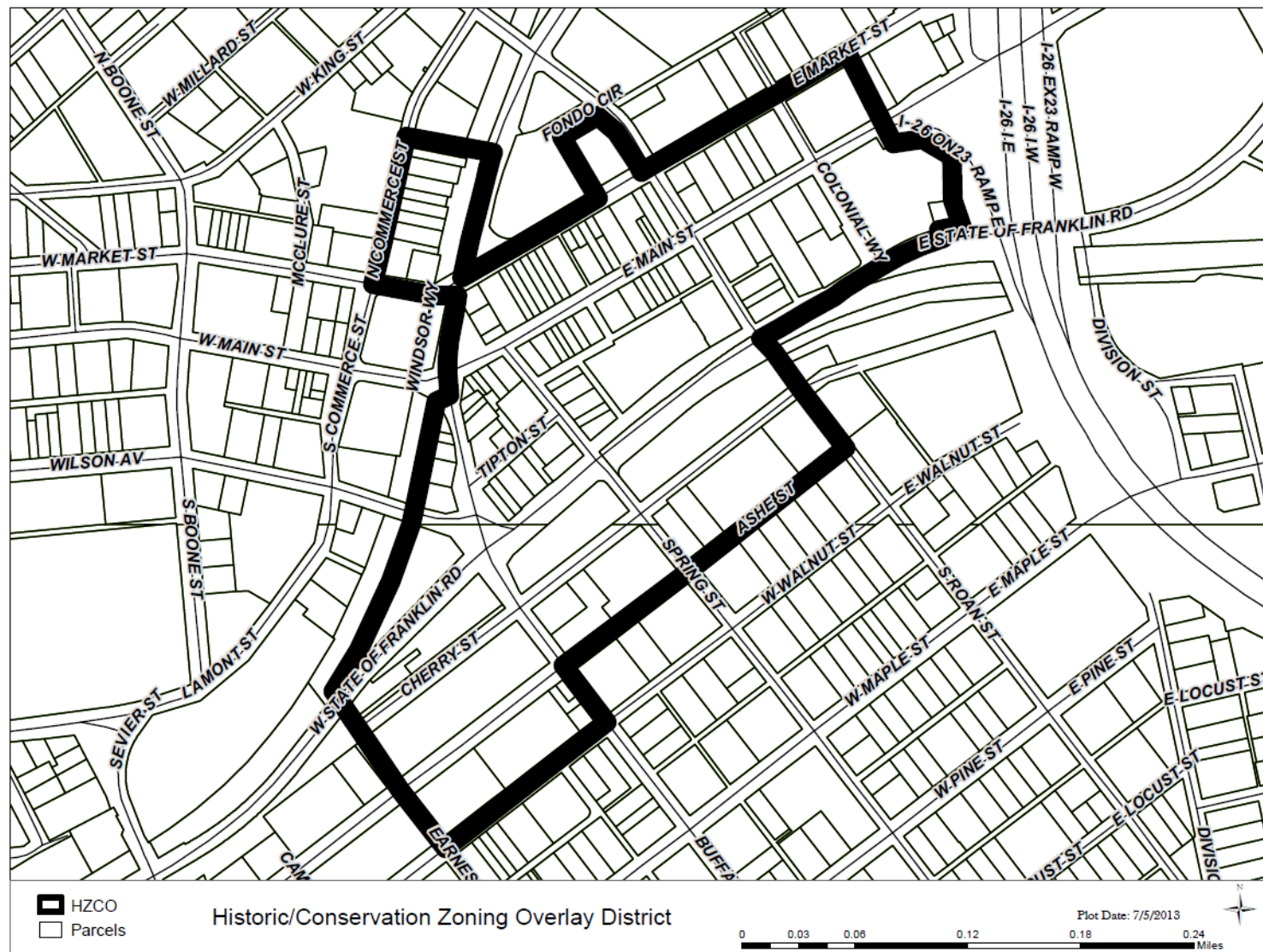
The city and the HZC can not make you restore your building, unless there is a health and safety issue. These design guidelines are to be used when the property owner decides to modify the exterior elements of the building.

Are there any funds available to assist me in restoring a building?

The Downtown Redevelopment Loan Program, for purchase and renovation of buildings, is managed by NETEDC, 928-0224, www.netedc.org. The WCEDC, <http://www.thewcedc.com>, offers a Façade Grant program, with up to 50% matching dollars up to \$7500 for a front building façade. The grant is available on a quarterly basis, with the first deadline being January 1.

II. *Understanding the Downtown Historic District*

A. DOWNTOWN HISTORIC DISTRICT



B. PREDOMINANT ARCHITECTURAL FEATURES OF THE DISTRICT

Buildings in the Downtown Historic District are not of one particular style, but rather are a combination of several styles. Buildings that have been altered and modernized have, in many cases, had original architectural elements destroyed.

The predominant architectural style needs to be identified when rehabilitation work is planned. The use of old photographs, architectural research on the building, and knowledge of the basics of commercial architecture styles are all necessary to assure that the rehabilitation planned shall be appropriate and complementary to the district. The examples provided are to be used as a guide. If you have particular questions, contact the staff for the Historic Zoning Commission in the Planning Department.

The District's commercial buildings have several basic design elements in common. It shall help in the use of this manual if you can identify these features:

DECORATIVE FEATURES

Cornice

Window Hoods

Upper Windows

Transom

Display Windows

Recessed Entry

Bulk Head
Panels



THE BODY

Upper
Façade

Storefront

III. Procedures

A. Before You Begin Work – Step by Step Process

Statement of Purpose

The Downtown Historic District Design Guidelines are intended as the starting point for the design of buildings, additions, and renovations in the District. They are intended to encourage design creativity utilizing modern materials and techniques, yet blend with the existing architecture. The Guidelines do not encourage copies of existing architecture. Remember, new construction shall not be “copies” --- it shall be a “good neighbor”.

Incorporating certain design elements shall assist/encourage the development of an appropriate overall design. The roof line, building form, and the proportions and groupings of windows and doors shall harmonize with those in the district.

Design Guidelines (the “Guidelines”) are criteria and standards which the Historic Zoning Commission (HZC) must consider in determining the appropriateness of proposed work within the District. These Guidelines shall be interpreted in such a manner as to foster and preserve the character of the District.

For the purpose of these Guidelines, definitions are located in the Appendix II, Glossary of Definitions and Architectural Terms. These Guidelines shall not apply to routine maintenance.

Appropriateness of work must be determined to accomplish the following goals of historic zoning as outlined in the guidelines and bylaws of the HZC:

- To promote the educational, cultural, and economic welfare of the citizens of Johnson City;
- To preserve and protect the historical and architectural value of buildings, other structures, or historically significant areas;
- To ensure the compatibility within the Historic/Conservation District by regulating exterior design, arrangement, texture, and materials;
- To create an aesthetic appearance which complements the historic buildings or other structures;
- To stabilize and improve property values;
- To foster civic beauty and community pride;
- To strengthen the local economy;
- To establish criteria and procedures to regulate the construction, relocation, demolition or other alteration of structures or appurtenances within any Historic/Conservation District; and
- To promote the use of Historic/Conservation Districts for the education, pleasure, and welfare of the present and future citizens of Johnson City.

Design Review

The HZC is responsible for reviewing changes in the exterior appearance of existing façades. It also reviews new construction to ensure compatibility with existing buildings in the District in regard to scale, materials, and siting. Buildings moved into the district also come under review, and no structure can be demolished until reviewed by the HZC. Interior changes and routine maintenance are not reviewed by the HZC. A Certificate of Appropriateness from the HZC is required before construction begins. Appropriate design characteristics shall be approved for a Certificate of Appropriateness and inappropriate design characteristics shall not be approved for a Certificate of Appropriateness.

It is beneficial for the HZC staff to meet with the property owner and/or design professionals at pre-design stages to become familiar with the site and discuss the guidelines. This shall help ensure that the proposed design shall have a complementary relationship to the existing buildings that have earned the historic district status.

In reviewing applications for Certificates of Appropriateness, the HZC shall consider the historic and architectural significance of the structure. The HZC also takes into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historic or visual character of the District:

- The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
- The setback and placement on lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings;
- Exterior construction materials, including textures and patterns;
- Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
- Roof shapes, overhangs, forms, and materials;
- Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration;
- General form and proportions of neighboring buildings and structures;
- Appurtenant fixtures and other features such as lighting;
- Structural condition and soundness;
- Architectural scale;
- The rhythm of doors and windows;
- The size, location, number, and materials of signage; and
- The type, materials, and character of the streetscape.

B. Building and Fire Codes Relative to Rehabilitation

When reviewing building rehabilitation plans, the city of Johnson City's Codes Enforcement Division and Fire Marshal's Office are bound to codes approved by the City Commission. Many existing buildings were constructed before the advent of modern building codes yet they may be sound and structurally safe. When new construction is the benchmark, it is difficult to apply these codes rationally and predictably to existing structures. The cost of bringing historic buildings into compliance with the current codes required for new construction can be unpredictable and prohibitive. The Chief Building Official and Fire Marshal are granted latitude by the currently adopted building code and National Fire Protection Association Code and Standards when applied to the rehabilitation and renovation of historic designated buildings.

When considering the renovation of an existing building, discussions with both the Codes Enforcement Division and the Fire Marshal's Office shall be contacted before any design or construction is started. Working with both of these city divisions shall help to avoid surprises and possible problems during design and construction. These divisions are willing to work with property owners, developers, architects, and contractors.

C. Design Review Process

PROCEDURE FOR A CERTIFICATE OF APPROPRIATENESS

A. An application for a Certificate of Appropriateness must be filed with the Planning Office on or before the tenth (10th) day of the month of the Historic Zoning Commission (HZC) meeting. The Historic Zoning Commission requires only plans for matters that are being reviewed for a Certificate of Appropriateness and not a complete set of plans. Those plans must include a drawing which is drawn to scale so that the Commission may get an accurate idea of the proposed work. If plans are not drawn to scale, they shall not be reviewed. Applicants may apply for a waiver for scale design requirement on a case by case basis. The HZC meets monthly in the Municipal and Safety Building.

It is the sole responsibility of the applicant to obtain a Certificate of Appropriateness before applying for a building permit or beginning work on exterior changes. The applicant shall be subject to fines and/or other legal expenses for non-approved work.

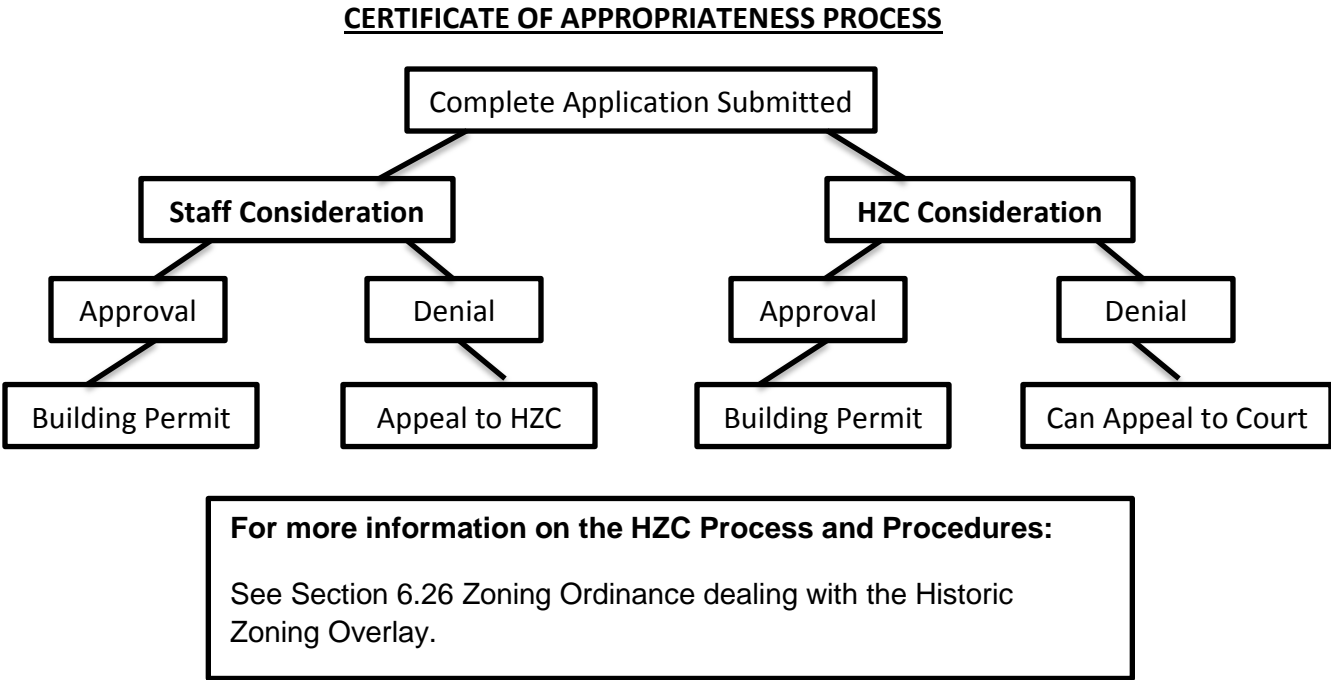
B. It shall be the policy of the HZC in regard to an application involving new structures or extensive alterations and/or additions to existing structures that a subcommittee or staff of the HZC shall be available to meet with representatives of the persons or organization involved in the application at an early stage in the design process in order to advise them informally concerning the HZC's guidelines, the nature of the area where the proposed construction is to take place, and any other relevant factors. This subcommittee, collectively and individually, shall refrain from any indication of approval or disapproval, but shall not, for that reason be barred from a reasonable discussion of the applicant's proposals. No advice or opinion given, or reported as having been given, by any member of the sub-committee at such an

informal meeting shall be in any way official or binding upon the HZC at any time. Notice of the desire for such a conference shall be given to City in enough time to schedule a meeting with the subcommittee prior to the regular HZC meeting.

C. The HZC must issue or deny a Certificate of Appropriateness within thirty (30) days after the hearing of an application, except when the time limit has been extended by mutual agreement between the applicant and the HZC. Acceptance is defined to be the time at which the secretary certifies the application to be complete. If the applicant is not notified within the required thirty (30) days of receiving a completed application, the application shall be deemed approved.

D. The secretary for the HZC shall notify the applicant of the disposition of the application by personal service or by registered mail and shall file a copy of the decision in the Planning Department. If an application is denied, **such notice shall include the reasons for such actions as defined in the design guidelines.**

E. A Certificate of Appropriateness shall be valid for 1 year (12 months) from the date of issue. If building permits are not pulled within the 12 month period, the applicant shall request a review of the original application at no fee. If no changes have been proposed, staff shall have authority to approve the permits. If changes are proposed the applicant shall be required to reapply for COA.



IV. Guidelines for Rehabilitation & New Construction

A. Essential Principles for Rehabilitation

The alteration of any façade of an existing building within the Downtown District is subject to review by the Historic Zoning Commission reviewing requests the HZC shall be guided by the following principles of the Secretary of the Interior's Standards for Rehabilitation:

1. *A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationship.*
2. *The historic character of a property shall be retained and preserved.* The removal of distinctive materials or alteration of features, spaces, and spatial relationship that characterize a property shall be avoided.
3. *Each property shall be recognized as a physical record of its time, place, and use.* Do not try to make the building look older than it really is.
4. *Changes to a property that have acquired significance in their own right shall be retained and preserved.*
5. *Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.* Avoid removing or altering original historic material or distinctive architectural features: if original and in good shape, it shall not be removed or altered.
6. *Deteriorated historic features shall be repaired rather than replaced.* Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, when possible, material. Replacement of missing features shall be documented. Avoid removing or altering original historic material or distinctive architectural features: if original and in good shape, it shall not be removed or altered.
7. *Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible.* Treatments that cause damage to historic materials shall not be used.
8. *Archeological resources shall be protected and preserved in place.*
9. *New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property.* The new work shall be differentiated from the old and shall be compatible with the historic material, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. *New additions and adjacent or related new construction shall be undertaken in such a manner, that if removed in the future, the essential form and integrity of the historic property would be unimpaired.*

B. Essential Principles for New Construction

The construction or erection of any structure or improvement within the Downtown Historic District, including new construction which utilizes existing party walls and any additions to existing buildings are subject to review by the Historic Zoning Commission (HZN) pursuant to the Historic/Conservation District Ordinance.

The principal facades (front) and street-related elevations of proposals for new buildings shall be more carefully reviewed than other facades. New buildings shall complement and be compatible with other buildings in the District. New construction shall be consistent with the existing District in terms of height, scale, rhythm, and other design characteristics. The dominance of the pattern and rhythm design characteristic must be respected and not be disrupted. Infill construction is encouraged on vacant sites in the District.

New construction shall not appear old. The intent of a historic district is not to "freeze" an area in time, but rather to encourage new buildings which fit contextually within the existing historic district. New construction shall not attempt to replicate the old or to introduce a false "historic" appearance. For most new construction projects, the best approach is to **HARMONIZE** with and reinforce the context of existing buildings. The purpose of the design guidelines is to encourage new buildings that complement the best of the existing environment.

When a new building is constructed in the District there are certain design aspects that need to be included in order to maintain the character. The dominant character shall be a pedestrian- friendly environment.

Key design aspects included the following:

- Buildings aligned at the sidewalk edge;
- Two-story traditional commercial buildings (some buildings reach greater heights);
- Masonry construction dominates;
- Transparent ground floor with smaller windows into predominantly solid upper floors;
- Flat-roof (low slope) buildings;
- Additions are compatible in size, form, materials, and design;
- Maintain traditional mass, size, form, and building materials;
- To design commercial buildings with storefront elements similar to those seen traditionally (e.g., recessed entry, display windows, bulkhead, transom windows, midbelt cornice, cornices, and vertically oriented upper-story windows); and
- To promote friendly, walkable streets.

{ Building Mass, Scale, and Form }

Building heights vary in the Downtown Historic District yet there is a strong sense of similarity in scale. New construction shall blend in the streetscape and not stand out. Buildings used as infill shall be similar in height to adjacent buildings, and of a height of no more than 15 feet higher than the tallest adjacent building, and shall not overpower the character of the District. The infill building shall line up with existing setbacks, reinforce the established horizontal lines of the elevations, and maintain the rhythm in the widths of new buildings for a single lot.



Policy 1: *A building shall appear similar in scale to traditional commercial buildings. A variety in building heights is appropriate; however, the dominate scale of two stories shall be maintained.*

A. Maintain the established building scale in height.

- Develop a primary façade that is in scale and aligns with surrounding traditional buildings.
- Consider stepping the mass of a tall building down to a lower height as it approaches surrounding buildings.

B. Buildings shall appear similar in width to those historically in the block.

- Consider dividing a large building into “modules” that are similar in scale to traditional buildings.
- If a larger building is divided into “modules,” they shall be expressed three-dimensionally throughout the entire building façade.

C. Floor-to-floor heights shall appear to be similar to those seen in adjacent buildings.

- In particular, those windows in a building shall appear similar in height to those seen in adjacent buildings.

D. A building shall maintain the alignment of horizontal elements along the block.

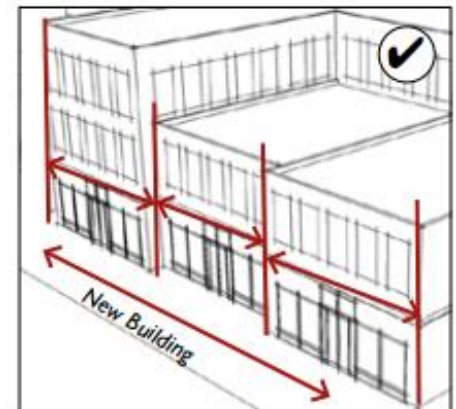
- This alignment occurs because many of the buildings are similar in height.
- Window sills, moldings, and cornices are among those elements that may be seen to align.

E. Establish a sense of human scale in a building design.

- Use vertical and horizontal articulation techniques to reduce the appearance of a larger building and to create visual interest.
- Changes in cornice lines combined with variations in wall planes can help a new, larger building appear consistent with traditional development patterns. One of the most prominent unifying elements of a

For more information:

Section 6.15.4.1 and section 6.15.4.3 of the Zoning Ordinance list the criteria for Building Placement and Building Height.



Downtown Historic District is the similarity in building form.

Policy 2: *Commercial buildings were simple rectangular solids, deeper than they were wide. This characteristic shall be continued.*

A. Rectangular forms shall be dominant on commercial facades.

- Rectangular forms shall be vertically oriented.
- The façade shall appear as predominantly flat, with any decorative elements and projecting or setback “articulations” appearing to be subordinate to the dominant form.

B. Maintain the scale of traditional building widths in the context.

- Design a new building to reflect the established range of traditional building widths in the district.
- Where a building must exceed this width, use changes in design features so the building reads as separate building modules reflecting traditional building widths and massing. Change in the expression and details of materials, change in window design, façade heights or materials are examples of techniques that shall be considered.

C. Use flat roof lines as the dominant roof form.

- Parapets of side facades shall step down towards the rear of the building.

Mass, Scale and Height at Different Levels

Building mass, scale and height shall be considered in these ways:

- (1) As experienced at the street level immediately adjacent to the building.
 - a. at this level of perception, the actual height of the building wall at the street edge is a key factor. The scale of windows and doors, the modular characteristics of building materials, and the expression of floor heights also contribute to perceived scale.
- (2) As viewed along a block, in perspective with others in the immediate area.
 - a. The degree of similarity (or diversity) of building heights along a block, and the repetition of similar features, including openings, materials and horizontal expression lines, combine to establish an overall sense of scale at this level of experiencing context.
- (3) As seen from public viewpoints inside and outside of the historic district.
 - a. In groups, historic buildings and compatible newer structures establish a sense of scale for the entire district and define the skyline.

{ Architectural Character & Materials }

Policy 3: *Building Materials shall be visually compatible with the predominate materials of this area. Brick is the predominate building material and shall continue to be the material of choice.*

A. Material shall appear similar to those used traditionally.

- Brick was the traditional material and shall continue to be the primary material used for all new construction and façade renovations.
- Wood and metal were used for windows, door and storefront surrounds and shall be continued.
- New materials shall be considered on a case-by-case basis. If used, they shall appear similar to those used traditionally and shall be detailed to provide human scale.
- New materials shall have a demonstrated durability. Some new materials are susceptible to weather and do not last as long as brick.
- Existing metal shall be maintained. If it needs to be stripped, use a chemical paint designed for that purpose, not dry grit blasting.
- Preserve cast iron by maintaining and restoring original cast iron columns and pilasters. Do not conceal or obscure original cast iron columns or pilasters.
- When it is necessary to replace brick, it shall match in color and size to the original, if at all possible.
- Unless necessary to protect the surface, previously unpainted masonry shall be left unpainted.
- Previously painted surfaces may only be repainted with silicate paint or chemically cleaned with approved chemicals. Repoint mortar, if necessary, before painting brick.
- Sometimes missing details and appropriate materials can be recreated with a one-dimensional paint scheme.
- Masonry shall not be covered with stucco, wood siding, aluminum or other artificial materials.

B. Maintain significant architectural details.

- Retain and treat exterior stylistic features and examples of skilled craftsmanship with sensitivity.
- Do not remove or alter distinctive architectural details that are in good condition or that can be repaired.
- Avoid adding architectural details that were not part of the historic structure. For example, decorative millwork shall not be added to a building if it was not a historic feature, as doing so would convey a false history.



For more information:

See web link to Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors.

<http://www.nps.gov/tps/how-to-preserve/briefs/16-substitute-materials.htm>

While it is important that buildings be compatible with the surrounding traditional commercial context, it is not to imitate the older building styles.

Policy 4: *The building shall be visually compatible with traditional commercial buildings.*

A. Maintain the distinction between the street level and upper floors.

- The first floor of the primary façade shall be predominantly transparent glass, not tinted.
- A minimum of sixty-five percent of a street level façade of all buildings (except civic and institutional which the minimum is twenty-five percent) shall be windows, doors, display areas, or similar architectural features. Consider using storefronts, decorative surfaces or other features to provide visual interest to pedestrians. Avoid large expanses of featureless wall surface at the street level: these shall discourage pedestrian activity in the District.
- Upper floors shall be perceived as more opaque than the lower floors.
- Express the traditional distinction in floor heights between street levels through detailing, material, and fenestrations. The presence of a belt course is an important feature.

B. Upper-story windows with vertical emphasis are encouraged.

- A typical, upper-story window is twice as tall as it is wide. Upper-story windows shall relate to historic window proportions.
- Windows, lintels, and their trim elements shall align with those on adjacent historic buildings.

C. Orient the primary entrance of a building toward the street.

- A building shall have a clearly-defined primary entrance. For most commercial buildings, this shall be a recessed entryway.
- Original entrances shall be maintained, restored, or replaced (do not enclose, cover, or alter) including the design, material, depth, and placement.
- New entrances may be added to a storefront, on a case by case basis, to allow for access to an upper floor from the exterior of a building. However, doors added to storefronts shall match the original in design and materials. New entrance openings shall not damage the architectural character or remove important features of a building.



E. Roofs, Cornices, & Gutters

- Roofs shall be retained in their original shape and pitch, with original features, and, if possible, with original roof materials.
- New roofs covered with modern rolled composition, asphalt materials, or rubber membranes are appropriate. The installation of a higher pitched roof to improve water runoff is acceptable as long as the new roof is not visible on the primary elevation and is constructed below the roof parapet wall.
- Do not use mansard roof with wooden shingles.
- Metal flashing shall be used with new roof materials extending along the brick walls to protect against leaks.
- Buildings with flat roofs shall have cornices or decorative bands to “cap” the façade.
- Replacement gutters and downspouts shall not result in the removal of significant architectural features on the building and shall be in a color complementary to the building.
- Gutters and downspouts of boxed or built-in type shall be repaired rather than replaced if possible.

F. Foundations

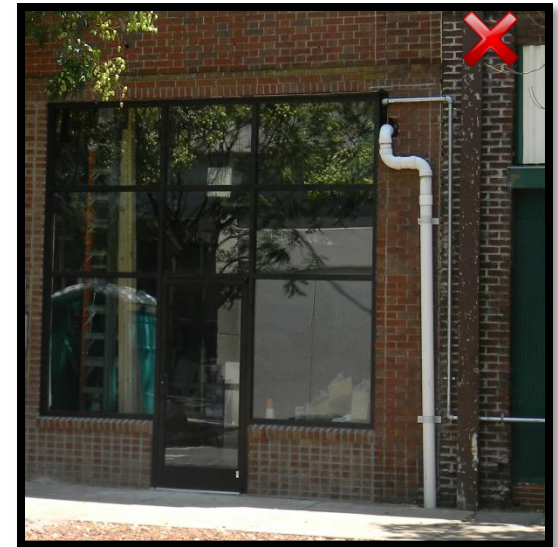
- Preserve (maintain or restore, not enclose or alter) original foundation materials and design -- whether solid or pier, brick, stucco or stone, etc.
- Foundations shall not be concealed with concrete block, plywood panels, corrugated metal, or other non-original materials.

{ Windows & Doors }

Historic windows and doors help convey the significance of historic structures, and shall be preserved. When repair is needed, the new shall be in character with the building, especially when it is located on a primary wall.

A. Doors

- Aluminum replacement doors and storefronts shall be made compatible by painting a dark color.
- Do not use doors decorated with molding, cross bucks, or window grills. Do not use solid wood doors in storefronts, unless original.
- If original design of a door is unknown, replace with a plain wood door with plain glazing (glass area), as opposed to solid wood doors, decorative doors, or any kind of period reproduction door.
- Preserve historic and decorative features, including door frames, sills, heads, jambs, moldings, detailing, transoms and flanking sidelights.
- Do not alter the historic size and shape of a historic door opening.



Downspout does not blend with building façade.

Historic Door & Entry Components

Historic door and entry features include:

- Door Detailing
- Sills
- Surrounds
- Transoms
- Heads
- Threshold
- Moldings
- Jambs
- Landing (mosaic tiles)
- Flanking sidelights
- Hardware

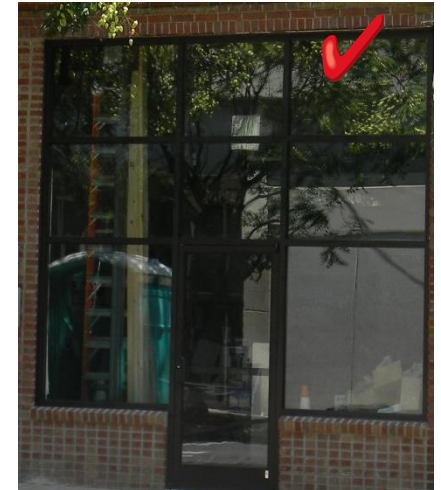
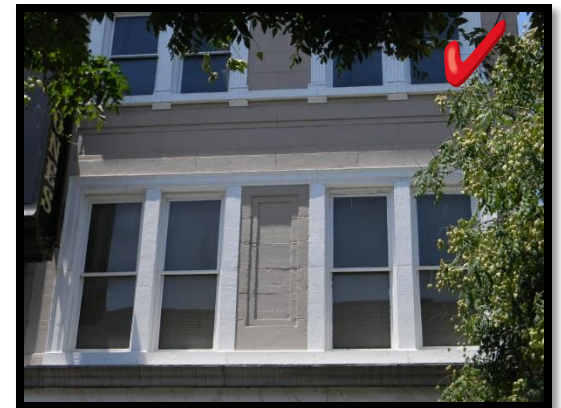
Historic Window Components

Window components include:

- Sash
- Frame
- Number of lights (panes)
- Shutters
- Security Devices (bars and screens)
- Insect screens
- Storm windows

B. Windows

- Maintain all aspects of the storefront (including doors, windows, and details) when possible.
- Preserve existing original storefront elements (windows, transoms, lintels, sills, hoods, bulkheads, cornices, and parapets) by maintaining or restoring, do not remove or alter. It is better to repair than replace deteriorated storefront features. Covering or removing significant elements such as transoms, panels below store windows, or original doors results in a substantial loss of historic character.
- Use a traditional storefront arrangement with features, materials, and proportions typical of similar structures of the same (not earlier or later) architectural style or period when the original design and features can not be determined. Storefront material shall be simple.
- Do not allow storefront design to stray out of its natural place within the façade. Generally, there shall be more glass and fewer walls at the storefront level, balanced by more walls and less glass on the upper façade.
- Display windows which are new, shall match the original in location, design, size, configuration, and materials.
- Display windows which are missing and the original design is unknown, shall be replaced with traditionally scaled windows. Traditionally scaled windows have large glass lights and few structural divisions to maintain a traditional transparent storefront appearance. If aluminum framed windows are used, utilize anodized or baked enamel finishes.
- When replacing missing or damaged features and based on historic evidence such as photographs or “ghosts” marking or cornice locations or through newspaper or photographic research, base new building features from a similar building of the same design, use simple (but to scale) decoration.
- Windows which are not original shall not be added, unless required by codes for fire access. If so, windows must be added in a way not to damage architectural character.
- Windows shall be repaired rather than replaced, but if replacement is necessary the replacement windows shall always fill the entire original opening and duplicate the original pattern, including dimensions, number and arrangements of lights in each sash, materials, and detailing. If aluminum framed windows are used, use anodized or baked enamel finishes.
- If original window design is unknown, use window type and detailing of the architectural style or period of the building.
- Storm windows shall be painted to match the color of the window sash and window shape shall be duplicated. It may be desirable, to install storm windows inside where they shall not be seen. Storm windows use full view or sash proportionate, blind-shop type of wood or aluminum with anodized or baked-on enamel finish.



- New windows shall not have snap-on or flush muntins. True divided muntins are preferred over these types of muntins that do not have the same appearance as historic windows. Properly sized muntins permanently attached to windows are acceptable.
- Decorative glass windows which are original shall be preserved in their original location, size, and design and with their original materials and glass pattern.
- On the interior, shall the building's ceiling interfere with the transom space, recess ceiling space slightly away from the transom, or paint rear (interior) of the transom black.
- Do not reduce a historic opening to accommodate a smaller window or increase it to accommodate a larger window.
- Windows can not be blocked in.

The Downtown Historic District shall continue to develop as a pedestrian-oriented environment. Streets, sidewalks, and alleys shall encourage walking, sitting and other outdoor activities; buildings also shall be visually interesting to invite exploration by pedestrians. Existing pedestrian routes shall be enhanced. A building shall express human scale through material and forms that were seen traditionally. This is important because buildings are experienced at close proximity by the pedestrian.

Policy 5: *The street level of a building shall be pedestrian friendly.*

A. Develop the ground floor level to encourage pedestrian activity.

- A storefront shall be used on the primary façade of a building.
- On a secondary facade, alternative methods of creating pedestrian interest shall be utilized, other than painting previously unpainted brick facades.

Consider the following:

- A storefront
 - Display case
 - Landscaping
 - Decorative wall surfaces.
- Include traditional elements such as display windows, kick plates, and transoms on commercial storefront.
 - Avoid a blank wall or vacant lot appearance.

For more information:

See web link to *Preservation Brief 9: The Repair of Historic Wooden Windows*

<http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>

See web link to window retrofit article from the National Trust for Historic Preservation web site.

<http://www.preservationnation.org/who-we-are/press-center/press-releases/2012/new-windows-study.html>



2006



Original storefront has been maintained since its construction in 1928.

1950

- Do not use reflective, opaque or tinted glass at the street level.
- Do not remove or enclose a transom.

Contemporary Storefront Designs

When a historic storefront is largely missing, it may be appropriate to design a replacement that is a contemporary interpretation of a traditional storefront. A contemporary replacement shall:

1. Promote pedestrian interest and an active street-level façade.
2. Use high-quality, durable materials that are similar in type and scale to traditional materials.
3. Be located within the historic structural frame of sidewalls and lintel or cornice that spaces the storefront opening.
4. Convey the characteristics of typical historic storefronts.
5. Include traditional storefront elements such as bulkhead and transom.
6. Maintain the transparent character of the display windows.
7. Provide a recessed entry.
8. Use a simple and relatively undecorated design.
9. Relate to traditional elements of the façade above.
10. Preserve early storefront alterations that have become historically significant.



For more information:

See web link to *Preservation Brief 11: Rehabilitating Historic Storefronts*.

<http://www.nps.gov/tps/how-to-preserve/briefs/11-storefronts.htm>

{ Outdoor Use Areas }

Outdoor use areas include outdoor dining areas, small public plazas, roof gardens and decks as well as accessory structures. These areas can visually impact the design integrity of a building and their visual impacts shall be minimized. A small public plaza or courtyard may be considered when there is an existing gap in the alignment of storefronts. Improvements that provide areas for active outdoor use are welcomed amenities, but they must be in character with the historic fabric in the Downtown. In some circumstances it may be necessary to add handrails or an enclosure to a property to accommodate an outdoor dining area, accessibility or to enhance safety.

Policy 6: *Outdoor use areas occur as accents to buildings and shall be integrated with the design of the site and building in mind while having minimal impact on the historic resource.*

A. Set activities back such that they are not visible from the sidewalk across the street.

- This includes potted plants, umbrellas, and tables.
- Roof terrace railings and furniture shall be placed well behind the parapet.

B. Avoid clutter on roofs that shall be visible from the public's view.

- Mechanical equipment shall not be visible from the public's view. However, if the equipment is necessary and there is no other option for placement then the equipment shall be painted or screened to match the overall look of the area.

C. A roof garden, deck, or accessory structure shall be compatible with the building on which it is located.

- This includes design, materials, scale, proportion, and color.
- A roof garden, deck, or accessory structure shall not damage, destroy, or overshadow the character-defining features of the building on which it is located and shall be set back from the roof line.

D. Locate a dining area to minimize impacts on the streetscape.

- It may be appropriate to locate a dining area in the public right-of-way, subject to any necessary permits which may be required.
- The dining area shall be clearly defined in this setting.
- It shall allow unobstructed circulation along the sidewalk.
- The area shall be delineated with a material that is appropriate to the surrounding property.

E. A railing shall be simple in design.

- Simple metal work is most appropriate.
- Other designs shall be considered on a case by case basis as they relate to the appropriateness of the structure they relate to.
- The railing shall be transparent in its overall appearance. One shall be able to see through to the building.



For more information:

See the City Zoning Ordinance section 6.15.3.2 on Sidewalk Dining.

{Site Planning }

Policy 7: Maintain the line of building fronts in the block.

Structures in the Downtown Historic District shall contribute to a “strong wall” along the street. A new building shall align at the front lot line and be built out to the full width of the parcel, to the side lot lines.

- All buildings, excluding cultural, civic, and institutional uses shall be set back no further than 5’ from the front lot line for at least 90% of the front façade unless outdoor eating is provided which extends from building line to within 5’ of the front lot line. Corner lots shall be considered to have front lot lines for all sides adjoining a public right of way, excluding alleys.

{ Energy Efficiency }

These standards address maintain and improving resource and energy efficiency in a historic building, as well as methods for approaching energy conservation and generation technologies.

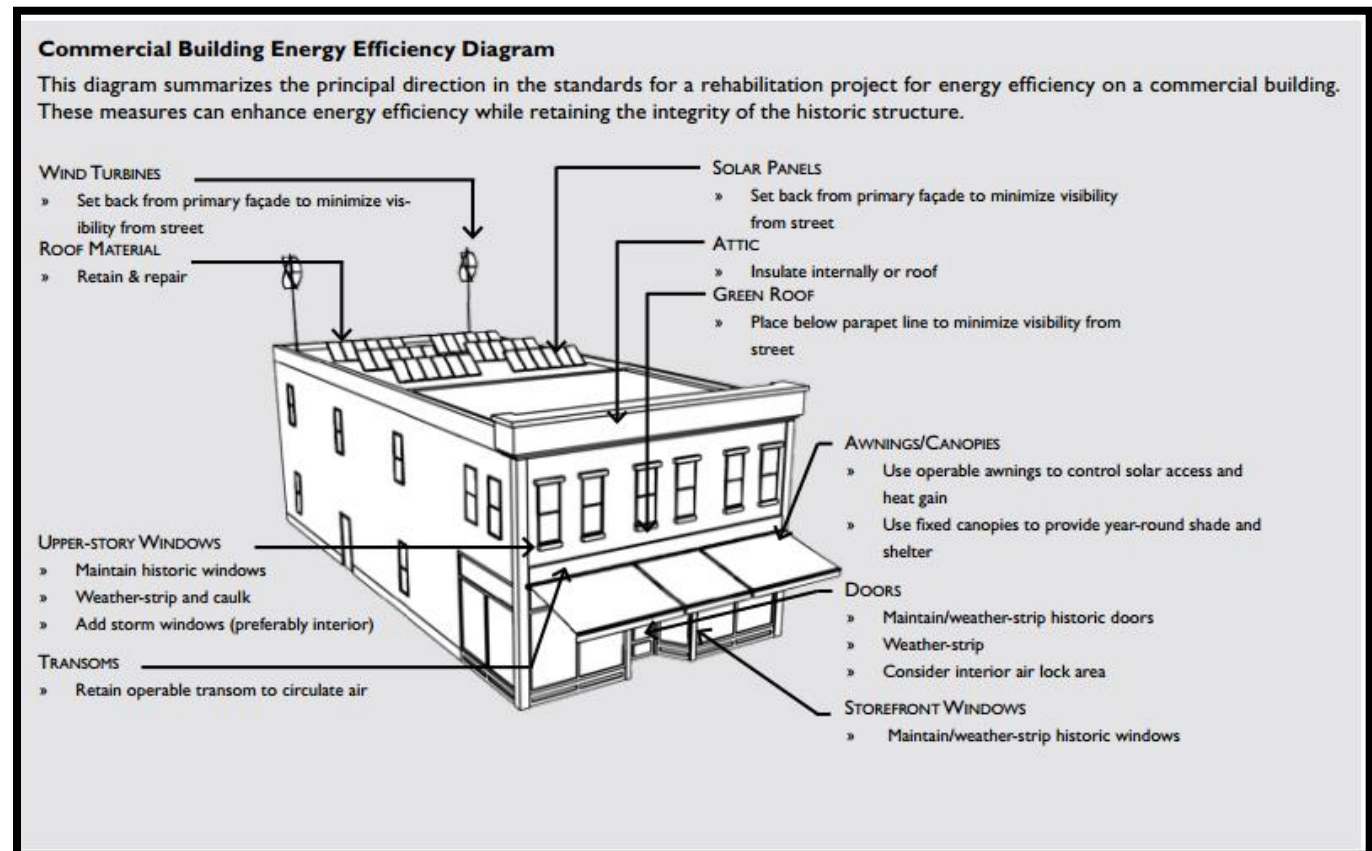
Policy 8: Improvements to enhance energy efficiency shall complement the historic building. The structure, form and materials shall be sensitively improved in energy efficiency terms to preserve the buildings character.

A. Use noninvasive strategies when applying weatherization improvements.

- Use cost-effective weather stripping, insulation and storm windows to improve energy efficiency while preserving historic character.
- When a roof must be replaced, consider installing a radiant barrier.
- Make best use of historic windows; keep them in good repair and seal all leaks.
- Maintain the glazing compound regularly.
- Use operable systems such as storm windows, insulated coverings, curtains and awnings to enhance performance of historic windows.

B. Preserve the inherent energy efficient features of the historic building in operable condition.

- Identify a buildings inherent sustainable features and operating systems and maintain them in good conditions.
- Repair or restore covered, damaged or missing features where appropriate.
- Retain and repair historic roof material.
- Retain historic shutters, awnings, canopies and transoms. Operable features such as these shall increase the range of conditions in which a building is comfortable without mechanical climate controls.



A. Locate energy-generating technology to minimize impacts to the historic character of the site and structure.

- Locate technology where it shall not damage, obscure or cause removal of significant features or materials.
- Maintain the historic character of the building.
- Install technology in such a way that it can be readily removed and the historic character easily restored.
- Minimize visual impacts by locating collectors back from the front façade.
- Ensure that exposed hardware, frames and piping, related to energy-generating technology, are consistent with the color scheme of the primary structure.

{ Additions }

There are three different types of additions that may be constructed. The ground-level addition is the first way to do an addition that involves expanding the footprint of the structure. This addition shall be to the rear or side of a building where it shall have the least impact on the character of a building.

The next option of constructing an addition is to the roof that can be simple and set back from the front of the building. Materials, window sizes, and alignment of trim elements on the addition shall be compatible to those of the existing structure.

The third option is to design an addition within the wall plane of the existing building, which shall be considered on a case-by-case basis. This is difficult and requires care to respect the relationship of the building to the street. Such an addition shall provide a visual distinction between the existing building and its addition which can be done with the use of a midbelt cornice element or a subtle change in building materials.

Policy 9: Minimize the visual impacts of an addition and design it to be compatible with the historic structure.

A. An addition shall be compatible in scale, material, and character with the main building.

- An addition shall relate to the building in mass, scale, and form. It shall be designed to remain subordinate to the main structure.
- An addition to the front of a building is inappropriate.
- Do not use replicas of historic building components and details that would convey a false history or that would draw undue attention to the addition.

B. An addition may be made to the roof of a building if it does the following:

- An addition shall be set back from the primary façade, to preserve the perception of the historic scale of the building.

For more information:

See web link to Preservation Brief 14: *New Exterior Additions to Historic Buildings: Preservation Concerns.*

<http://www.nps.gov/tps/how-to-preserve/briefs/14-exterior-additions.htm>

- Its design shall be modest in character, so it shall not attract attention from the historic façade.
- The addition shall be distinguished as new, albeit in a subtle way.

D. An addition shall not damage or obscure architecturally important features.

- Loss or alteration of a cornice line shall be avoided, for example.
- Additions shall respond architecturally to adjacent buildings in general and to the building they are a part of in particular. They shall blend in by using similar materials, shape, and rhythm and proportion of openings.
- If the original building is architecturally significant, the addition shall take a respectful "back seat". The addition shall not overpower the original. An addition may be taller than the original building if site consideration and design still allow the old building to remain dominant.
- In general, additions shall follow the basic guidelines for new construction. They shall appear contemporary but in context with the original. The addition shall be sympathetic but not imitative in design.



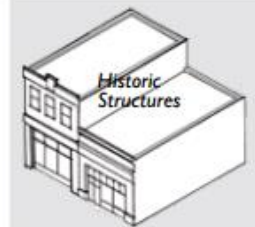
Addition to the side added after the original bank building.

Locating an Addition to a Historic Commercial Structure

An addition to a historic commercial structure should be subordinate to, and clearly differentiated from, the historic structure as illustrated below.

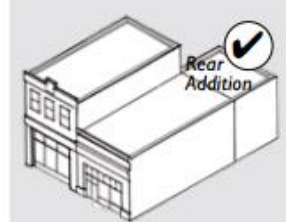
Historic Structure

The one and two-story commercial building illustrated at right are historic.



Rear Addition

The rear addition illustrated at right is appropriate.



Rooftop Addition

The rooftop addition illustrated at right is appropriate because it is set back from the front façade.



V. *Guidelines for Streetscapes*

Essential Principles

This section concerns the relationship of significant buildings or groups of buildings to the setting in which they are found. Site features need to be considered as an important part of any project and are reviewed by the Historic Zoning Commission (HZC). Site elements can include driveways, walkways, water fountains, lighting, fences, walls, signs, and trees.

In an historic district, it is particularly important to preserve and restore features of the built environment, such as street or sidewalk paving, landscaping, and street lighting or signage. These features are indicative of the character of an historic area, and make as important a statement about design as the buildings themselves. Whether considering the entire District or an individual structure, these features which show age and historic character shall be preserved. These guidelines shall apply only to areas visible, either private or public, from public rights-of-way.

Historic architecture is not the only element that helps convey the character of a preservation district. The relationship between a building and its site, landscape features, and other elements produce a distinctive image for the district. The collection of all the buildings creates an overall image.

The distinguishing original qualities or character of a street, site, and its environment shall not be destroyed. For example the removal or alteration of any historic material or distinctive architectural or environmental features shall be avoided if at all possible. If removal or alteration of historical materials can not be avoided, i.e. landscape features such as stone walls, steps, etc., then these features shall be reused in a like manner elsewhere on the property.

In considering the appropriateness of elements to the existing streetscape, the HZC shall be guided by the following principles:

- 1) The historic character of the District shall be maintained and enhanced;
- 2) The safety and security of pedestrians and vehicles shall be provided;
- 3) A pedestrian oriented downtown shall be promoted;
- 4) Streetscape elements shall be compatible and continue to be in scale with the existing streetscape; and
- 5) The District shall be a place it is encouraged and easy for people to gather and meet.

Any improvement to the public areas of the district (except for routine maintenance) shall be reviewed by the HZC and be compatible with the guiding principle outlined in the Downtown Revitalization Element as part of the city's Comprehensive Plan.

{ Signage/ Murals }

A sign typically serves two functions: first, to attract attention, and second to convey information, essentially identifying the business or services offered within. If it is designed well, the building front alone can serve the attention-getting function, allowing the sign to focus on conveying information in a well-conceived manner. All new signs shall be developed with the overall context of the building and of the area in mind.

For more information:

In addition to these standards, also see Article 7 of the Zoning Ordinance.

Signs that are historically important and retain or recreate integrity shall be maintained. Sandwich boards are encouraged, but shall not obstruct pedestrian traffic.

Policy 10: Design a sign to be in balance with the overall character of the property.

A. Consider the building front as part of an overall sign program.

- Coordinate a sign within the overall façade composition.
- A sign shall be proportional to the building, so not to dominate the appearance.
- Develop a master sign plan for the entire building to be used to guide individual sign design decisions.

For more information:

See web link to Preservation Brief 25: *The Preservation of Historic Signs*.

<http://www.nps.gov/tps/how-to-preserve/briefs/25-signs.htm>

B. Preserve a historic painted, or ghost, sign where it exists, when feasible.

- Ghost signs shall be allowed to fade.
- If an owner wants to restore the sign the proposed method and level of restoration must be approved by the Commission.
- If a building owner wants to eliminate the ghost sign, approval must be given by the Historic Zoning Commission prior to removal.

C. A sign shall be subordinate to the overall building composition.

- A sign shall be in scale with the façade and be to pedestrian scale.
- Locate a sign on a building so it emphasizes design elements of the façade and does not cover them.
- Mount a sign to fit within existing architectural features. Use the shape of the sign to help reinforce the vertical and horizontal lines of moldings and transoms seen along the street.

D. A flush-mounted wall sign shall be considered depending on the building facade.

- When feasible, place a wall sign such that it aligns with others on the block.
- When planning a wall sign, determine if decorative moldings exist that could define a “sign panel.” If so, locate a flush-mounted sign such that it fits within a panel formed by moldings or transom panels. When mounted on a building with historic significance a sign shall not



Mount a sign to fit within existing architectural features using the shape of the sign to help reinforce the horizontal lines of the building.

obscure significant façade features.

E. A window and/or awning sign may be considered.

- A window sign may be painted on or a vinyl decal on a window and cover no more than approximately twenty (20) percent of the total window area.
- It may be painted on the glass or hung just inside a window.
- Signs shall not significantly reduce storefront transparency or overpower the architecture of the building.
- An awning sign shall be located on the portion of the sign hanging below the main portion and not on the angled area.



F. A projecting sign is encouraged.

- A small projecting sign shall be located near the business entrance, just above the door or to the side of it.
- A large projecting sign shall be mounted higher, and centered on the façade or positioned at the corner.
- A projecting sign is easier for a pedestrian to read than other sign types and is encouraged.



G. A directory sign may be considered.

- Group small, individual signs on a single panel as a directory to make them easier to locate.

H. Use colors for the sign that are compatible with those of the building front.

- Limit the number of colors used on a sign.

I. Sign materials shall be compatible with that of the building façade.

- The use of historic sign materials is required: finished, carved, painted or sandblasted wood, metal, glass, gold leaf, brass and copper letters, not unfinished plywood or plastic. Unfinished materials, including unpainted wood, are discouraged because they are out of character with the context.
- Highly reflective materials that shall be difficult to read are inappropriate.
- Painted signs on blank walls were common historically and may be considered.

J. A simple sign design is preferred.

- Typefaces that are in keeping with those seen in the area traditionally are encouraged. Select letter styles and sizes that shall be compatible with the building front.
- Avoid hard-to-read or overly intricate typeface styles.

K. Signs are most successful when they work with, not against the architecture and are proportioned to fit the building. Signs shall capitalize on the special character of the building and the district.

L. Lighting that is directed at a sign from an external, shielded lamp, is preferred.

- A warm light, similar to daylight, is preferred.

M. If internal illumination is used, it shall be designed to be subordinate to the overall building composition.

- Internal illumination of an entire sign panel is not allowed. If internal illumination is used, a system that backlights sign text only is preferred.
- Neon and other tubular illumination may be considered. However, use neon in limited amounts so it does not become visually obtrusive.

N. Murals.

In order to protect the architectural integrity of the building stock, as well as historic nature of the district; murals are not permitted within the Historic District.



{ Awnings & Canopies }

An awning can add color and variety to the storefront in addition to protecting pedestrians from the elements and reducing sun glare on the storefront windows. Every effort shall be made to preserve and maintain the original decorative metal canopies where they exist.

Policy 11: Awnings can enhance the storefront. Design awnings and canopies with colors and materials that are durable and compatible with the structure.



A. An awning shall be subordinate to the overall building composition.

- Awnings shall be attached above the display windows and below the cornice or sign panel or transom and shall not cover 2nd floor windowsills. Awning installation shall not require the removal of or cover significant architectural features.
- Awnings shall be mounted so that the valance is a minimum of seven feet above the sidewalk and projects between four and seven feet from the building,

B. A simple awning is preferred.

- A fabric awning is encouraged.
- Modern, or back lit awnings detract from the character and shall not be allowed.
- Simple sloping awnings and flat cantilever styles are appropriate.
- Post supported canopies are inappropriate on the front façade of a commercial building. However, they may be considered on a rear or side façade where those opportunities exist.



{ Lighting }

The character and level of lighting that is used on a building is a special concern. Traditionally, these exterior lights were simple in character and were used to highlight signs, entrances, and first floor details. Most fixtures had incandescent lamps that cast a color similar to daylight, were relatively low in intensity and were shielded with simple shade devices. Preserve original light fixtures on buildings. If replacement is necessary, use fixtures appropriate to the period of the building.

Policy 12: Minimize the visual impacts of exterior lighting.

A. Use lighting for the following:

- To accent architectural details,
- To accent building entrances,
- To accent signs, and
- To illuminate sidewalks.

B. Minimize the visual impacts of site and architectural lighting.

- All exterior light sources shall have a low level of luminescence.
- White lights that cast a color similar to day-light are preferred.
- Lighting fixtures shall be appropriate to the building and its surroundings in terms of style, scale, and intensity of illumination.



For more information:

See web link to Preservation Brief 44: *The Use of Awnings on Historic Buildings, Repair, Replacement & New Design.*

<http://www.nps.gov/tps/how-to-preserve/briefs/44-awnings.htm>

C. Prevent glare by using shielded and focused light sources.

- Provide shield and focused light sources that direct light downward.
- Unshielded, high intensity light sources and those that direct light upward shall not be permitted.
- Shield lighting associated with service areas, parking lots, and parking structures as defined by article 13 in the Zoning Code.

{ Mechanical Equipment }

Utility service boxes, telecommunication devices, cables, and conduits are among the variety of equipment that may be attached to a building which can affect the character of the area. Trash and recycling storage areas also are concerns. To the greatest extent feasible, these devices shall be screened from public view.

Policy 13: Minimize the visual impacts of mechanical equipment and service areas.

When screening one of the following methods can be used:

- The use of low-profile mechanical equipment;
- The use of screening (fence or wall made of compatible material);
- The location of the equipment (roof or less visible location); and
- The ability to paint the equipment to assist in camouflaging the equipment.

A. Minimize the visual impact of mechanical equipment on the public view.

- Do not locate window air conditioning units on the buildings primary façade.
- Use low-profile mechanical units on rooftops that are not visible from the public's view.
- Locate a satellite dish out of public view, to the extent feasible, and in compliance with other regulations.

B. Minimize the visual impact of utility connections and service boxes.

- Locate them on secondary walls, when feasible.
- If you must locate a service box on the front façade, screen or paint it to a color compatible to the building.
- Do not locate gas or electric meters on the roof.
- Group utility lines in conduit, when feasible and paint these elements, to match the existing background color, when feasible.

C. Minimize the visual impact of trash storage and service areas.

- Locate service areas away from major pedestrian routes.
- Dumpsters shall be screened from view.



Air conditioning units shall not be located in windows.

For more information:

See Article 13 of the Zoning Code
for the City Lighting Regulations.

{ Parking Lots & Structures }

New parking facilities shall be designed to be attractive, compatible additions, to the Downtown Historic District. Using high quality materials, providing a sense in architectural details and providing active uses at the sidewalk edge are methods that can mitigate the potential negative impacts of new parking facilities. In general parking facilities shall remain subordinated to the street scene.

Parking structures shall be designed to enhance the activity of the streetscape. The visual impact of the cars themselves shall be minimized.

Policy 14: Minimize the visual impacts of parking lots and parking structures. Onsite parking shall be subordinate to other uses.

A. Locate a surface lot in the interior of a block whenever possible.

B. Site a parking lot so it shall minimize gaps in the continuous building of a block.

- Where a parking lot shares a site with a building, place the parking at the rear of the site or besides the building.

C. Where a parking lot abuts a public sidewalk, provide a visual buffer.

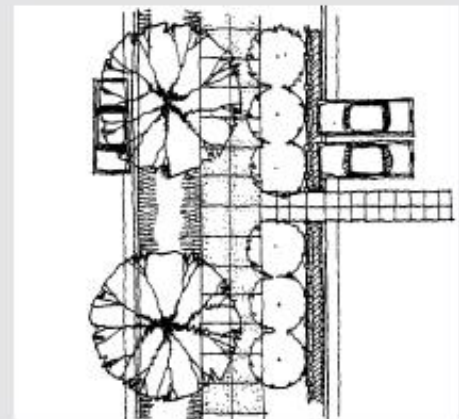
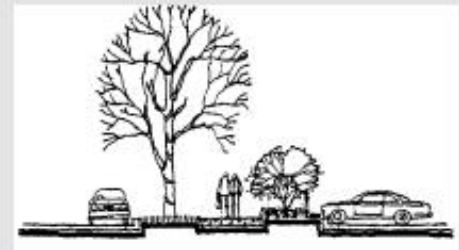
- This may be a landscaped strip or planter. Consider the use of a wall as screen for the edge of the lot. Materials shall be compatible with those of nearby buildings.
- Use a combination of trees and shrubs to create a landscape buffer.

D. Design a parking structure so that it creates a visually attractive and active street edge.

- When feasible, a parking structure in the area shall be wrapped with retail, commercial or other active use along the street edge to shield the facility from the street and to add activity to the street.
- Other methods of accomplishing this includes but are not limited to:
 - Retail/commercial wrap
 - Murals or public art
 - Landscaping
 - Product display cases.

Parking Buffers

Consider the use of a landscaped strip or planter to provide a visual buffer where a parking lot abuts a public sidewalk.



E. A parking structure shall be compatible with traditional buildings in the surrounding area.

- Respect the regular window patterns and other architectural elements of adjacent buildings.
- Maintain the alignments and rhythms of architectural elements, as seen along the street.
- Continue the use of similar building material.
- Avoid curb cuts.
- Express the traditional widths of buildings in the area

{ Landscaping }

Landscaping in the downtown shall be used to enhance the area and to assist in obscuring mechanical equipment and parking areas. Architectural features shall not be covered.

Policy 15: Landscaping shall be used to enhance the area.

- A. Do not conceal or obscure the ground level of a building with landscaping.**
- B. Use landscaping trees and shrubbery listed on an approved list developed by the City Forester.**
- C. Preserve original retaining walls and fences where they exist.**

{ Paint / Color }

Downtown buildings contain a variety of colors in elements such as upper facades, storefronts, sign, and awnings. The introduction and use of colors shall not be restricted but it is encouraged that colors complement each building and its neighbors. There is **not** a specific color pallet for the Downtown Historic District.

Policy 16: Use colors to create a coordinated color scheme for a building that shall be compatible with surrounding properties.

- A. Latex and elastomeric paint are forbidden from being used on masonry facades.**
- The only type of paint that is allowed to be used on masonry products is silicate dyes.
- B. Building elements shall be finished in a manner similar to that seen traditionally.**
- Brick and stone: unpainted, natural color unless painted historically. Reference *Policy 3. A*
 - Masonry may be painted if extreme patching is present pending review and approval of the Design Review Committee.

- Window frames and sash, doors and frame and storefronts: wood-painted; metal-dark anodized or baked color.

C. The façade shall “read” as a single composition.

- Paint colors on storefronts, trim, and upper-story openings shall be related to the overall color of the building as shall added elements such as signs and awnings.
- In many cases these shall be colors that complement or harmonize with the overall brick colors found on upper facades.

D. Employ color schemes that are simple in character.

- Using one base color for the building is preferred. Some of the most economical and effective schemes often start with the natural color of the building materials themselves as a base.
- Using only one or two accent colors is also encouraged, although precedent does exist for using more than two colors in some situations.
- The use of contrasting colors to highlight architectural details or storefronts and upper facades is encouraged.
- An accent color shall not contrast so strongly as to not read part of the composition.
- Bright high-intensity colors are not permitted.
- Companies such as Sherwin Williams offer a preservation pallet of colors.

For more information:

See web link to *Preservation Brief 10: Exterior Paint Problems on Historic Woodwork*.

<http://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm>

Appropriate Color Combinations for a Commercial Storefront

Three colors are generally sufficient to highlight a commercial storefront.

Base Color. This appears on the upper wall and frames the storefront. The major expanses on a storefront will be painted this color.

Major Trim. This defines the decorative elements of the building and ties the upper façade trim with the storefront. Elements include:

- Building and storefront cornice
- Window frames, sills and hoods
- Storefront frames, columns, bulk-heads and canopies.

Minor Trim. This is intended to enhance the color scheme established by the base and major trim colors and may be used for window sashes, doors and selective details.

V. Guidelines for Demolition

A. Essential Principles

Demolition is defined as the complete or partial tearing down or removal of a building, object, or structure from the Downtown Historic District.

Since the purpose of historic zoning is to protect historic properties, the demolition of a building, object, or structure which contributes historically or architecturally to the character and significance of the district is unsuitable and shall be avoided.

Shall the Historic Zoning Commission (HZC) deem a proposed demolition appropriate, such demolition shall proceed only when an immediate reuse is planned for the property, unless it has been considered a safety hazard. The proposed design of new construction shall be submitted to, and reviewed by, the HZC in conjunction with the submission and review of the proposed demolition.

B. Guidelines for Proposed Demolition

Demolition shall only be considered under any of the following conditions:

1. if the Competent Governmental Authority has ordered demolition for the public safety because of an unsafe or dangerous condition which constitutes an emergency;
2. if the Commission determines by the provisions outlined in the Historic/Conservation Ordinance for Economic Hardship for demolition based on financing;
3. if the demolition is required by a final and non-appealable order or ruling of a court, governmental body, or agency having appropriate jurisdiction, and such order or ruling does not allow for the restoration and continued use of the applicable building, object, or structure; or
4. if a building, object, or structure: a) does not contribute to the historical or architectural character and b) detracts and does not have the potential to contribute to the importance of the District and c) its removal and the proposed new construction shall result in a more positive, appropriate visual effect on the District.

Demolition shall not be considered under any of the following conditions:

1. if a building, object, or structure is of such architectural or historical interest and value that its removal would be detrimental to the public interest and the goals of historic zoning;
2. if a building, object, or structure is of such architectural or historic character that it could not be reproduced without great difficulty and expense;
3. if its proposed reuse, or new construction would make a less positive visual contribution to the District, would disrupt the character of the District, or would be visually incompatible; or
4. if the demolition of a building, object, or structure would negatively impact the character, streetscape, or other buildings, objects, or structures in the District.

VI. Guidelines For Relocation

A. Essential Principles

The definition of the relocation of a building is the concept of moving a building into the Downtown Historic District or from one site to another within the District. Removal of a building, object, or structure from the District shall be considered and reviewed as a demolition of the building, object, or structure.

Moving an existing building which still retains architectural and historical integrity and which contributes to the architectural and historical character of the District shall be avoided.

Moving a building which does not contribute to the historical and architectural integrity of the District or which has lost architectural integrity due to deterioration and neglect is appropriate if its removal or the proposal for its replacement shall result in a more positive appropriate visual effect on the District.

B. Guidelines for Relocation

Relocated buildings must be carefully rebuilt to retain and maintain original architectural details and materials.

A building may be moved into the District if it maintains a sense of architectural unity in terms of style, height, scale, massing, materials, quality of construction, and texture with the existing District.

A building may be moved from one site to another in the District if:

1. the integrity of location and setting of the building in its original location has been lost or is seriously threatened;
2. the new location shall be similar in setting and siting;
3. the building shall be compatible with the buildings, adjacent to the new location in style, height, scale, materials, and setback; and
4. the relocation of the building shall not result, in the Commission's reasonable discretion, in a negative visual impact on the site and surrounding buildings from which it shall be removed.

VII. Legality

A. Effective Date and Presumption

These Guidelines shall take effect upon the date this Downtown Historic District is designated a historic conservation district by the City Commission of the city of Johnson City or as otherwise ordered by the Historic Zoning Commission (HZC). Upon such date, property owners owning property within the District and all who shall thereafter become property owners of property within the District, shall be presumed to have knowledge of the provisions of these Guidelines and shall be deemed subject to the provisions of these Guidelines.

B. Amendment

These Guidelines or the boundaries may be amended from time to time by the property owners of the District, upon:

1. application by any property owner of the District to the HZC; and
2. notice to all property owners in the District of the proposed amendment(s); and
3. approval of such amendments by the HZC and any other governmental bodies which are required by applicable law to approve such amendments.

C. Severability

If any provision of these Guidelines is determined by a court of law or equity, or other governmental body, having appropriate jurisdiction, to be void or unenforceable, such provision shall be deemed severed from these Guidelines, and the remaining provisions shall continue in full force and effect.

D. Boundaries

The boundaries of the District shall be designated as a Historic/ Conservation District (HZCO) on the Zoning Map.

Appendix I

{ Recommended Maintenance }

1. MATERIALS

- Prevent water from making contact with exterior wood siding. Of particular importance is keeping all gutters and downspouts in good repair to keep water from infiltrating the wood surface.
- All exposed wood shall be kept painted or treated with preservatives.
- Repairs for wood siding such as cracks can be made through the use of waterproof glue or plastic wood. Large cracks may be filled with caulk followed by putty or plastic wood. The surface shall then be sanded, allowed to dry, and painted.
- Where exterior siding has to be replaced the use of pressure treated wood is recommended to prevent deterioration.
- Oil based paints are recommended for exterior siding.
- Never sandblast. Cleaning dirt or old paint from a building shall be done by the gentlest means possible. No method to clean the brick or masonry surface shall be used that destroys the outer patina or “crust” of the brick and exposes the soft inner core which can lead to deterioration. Low pressure water, detergent, and natural bristle brushes are often adequate. Sandblasting permanently damages the surface of brick.
- Deeply recessed and crumbling mortar joints shall be repointed. Never use mortar with a high content of Portland cement. Repointing masonry walls (especially those built before the turn of the century) shall be done with a soft lime-based mortar mix rather than a harder Portland cement based mortar which would be stronger than the old brick and could crack the brick itself. The mortar color, texture, type, and size of joint shall match the original or the wall shall look like a patchwork.
- Keep exterior brick clean of mildew, efflorescence and dirt. Also keep exterior brick clean of vines, ivy, and other plant materials. Washing with detergents and water are best for exterior masonry and mortar. Sandblasting, waterblasting, and other abrasive cleaning methods are detrimental to historic buildings and shall not be used.
- Repointing of historic mortar shall be with a mortar which matches the original in appearance and composition. Most mortar prior to 1900 was composed of lime and sand, a mortar with similar content shall be applied. The use of Portland cement is generally not appropriate due to the hardness of the mortar versus the softness of the brick.
- Most silicone based or waterproof coatings have limited effectiveness and may actually add to moisture problems by not allowing the brick to breathe. The use of these products is discouraged.

2. STOREFRONTS AND DISPLAY WINDOWS (Street Level)

- Windows shall be kept clean and free of dirt and grime. Wood sash surfaces shall be painted regularly.
- Windows shall be kept caulked and sealed to aid in energy conservation.
- Shutters and blinds shall be kept painted and in good repair.
- Old or deteriorated curtains or shades behind windows shall be removed or replaced.

3. WINDOWS (Upper Floor)

- Windows shall be kept clean and free of dirt and grime. Wood sash surfaces shall be painted regularly.
- Windows shall be kept caulked and sealed to aid in energy conservation.
- Shutters and blinds shall be kept painted and in good repair.
- Old or deteriorated curtains or shades behind windows shall be removed or replaced.
- Wood parts of windows shall be checked carefully and old paint scraped off, if deteriorated, shall be replaced with new pieces. All cracks shall be filled with caulk or wood putty and surfaces sanded.
- Loose glazing shall be repaired or replaced.
- Replace all broken windows.

4. DOORS (ENTRANCES)

- Doors, transoms, and sidelights shall be kept clean.
- Original locks and hardware shall be kept oiled and in good repair. If original hardware is missing or is deteriorated, the use of reproduction locks and hardware suitable for the building is recommended.
- Doors with stained wood finish shall be kept varnished. Paint over the wood finish is not recommended.

5. ROOFS, CORNICES, CHIMNEYS

- Check the roof regularly for leaks, deterioration of flashing, and worn roof surfaces such as rolled or asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can assist in detection of water related problems.
- Know what metal is used in the cornice or roof's flashing and use only similar metals during replacement or repair. Different metals shall not touch each other or a galvanic reaction may occur leading to corrosion.
- Metal roofs and cornices shall be kept painted to prevent rust and deterioration. Appropriate paints include those with an iron oxide oil base. Asphalt based paints and aluminum paints shall not be used on historic metals as they could accelerate the rusting process.
- Chimneys shall be regularly checked for cracking, leaning, spalling, and infestation by birds and insects. The use of chimney caps over chimneys or flue openings is recommended to keep out moisture.

- Keep gutters and downspouts in good repair. Make sure they are properly connected, are clean of leaves and other debris, and channel water effectively away from the building. Seal all cracks in downspouts with silicone caulk or sealants.
- The use of splash blocks to keep water away from the foundation is recommended.
- Gutters and downspouts which are deteriorated shall be replaced with new gutters and downspouts.

6. FOUNDATIONS

- All water shall drain away from a building and shall not enter the foundation.
- Trees, shrubs, and other plants shall be kept away from the foundation to prevent damage from moisture and root movement.
- Foundations shall be cleaned, repaired, or repointed according to masonry guidelines

7. AWNINGS

- Canvas awnings shall be washed periodically and kept in good repair.
- Awning hardware shall be regularly checked for rust or loose mechanisms.
- Awnings which become torn or otherwise deteriorated shall be replaced.

8. SIGNAGE

- Abandoned signs and sign hardware shall be removed from buildings, unless they are historic in character.
- Signs shall be kept painted and mounting bolts shall be checked periodically to make sure they are secure.
- Light fixtures, conduits, and wiring for signs shall be inspected and replaced when necessary.

9. FENCES AND WALLS

- Keep all fences and walls in good repair. Check for loose or missing pieces and repair if necessary.
- Keep exterior brick clean of mildew, efflorescence and dirt. Also keep exterior brick clean of vines, ivy, and other plant materials. Washing with detergents and water are best for exterior masonry and mortar. Sandblasting, waterblasting, and other abrasive cleaning methods are detrimental to historic buildings and shall not be used.

Appendix II

{ Glossary of Definitions & Architectural Terms }

Adaptive Use: Rehabilitation of a historic structure for use other than its original use such as a residence converted into offices.

Alignment: The arrangement to objects along a straight line.

Alteration: Work which impacts any exterior architectural feature including construction, reconstruction, repair, or removal of any building element.

Appurtenances: An additional object added to a building; typically included vents, exhaust hoods, air conditioning units, etc.

Arch: A curved construction of wedge-shaped stones or bricks which spans an opening and supports the weight above it. (see flat arch, jack arch, segmental arch and semi-circular arch)

Baluster: One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade.

Balustrade: An entire rail system with top rail and balusters.

Bay: The portion of a facade between columns or piers providing regular divisions and usually marked by windows.

Belt course: A horizontal band usually marking the floor levels on the exterior facade of a building.

Bond: A term used to describe the various patterns in which brick (or stone) is laid, such as "common bond" or "Flemish bond".

Bracket: A projecting element of wood, stone, or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support.

Bulkhead: The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in design. Nineteenth century bulkheads are often of wood construction with rectangular raised panels. Twenty-century bulkheads may be of wood, brick, tile, or marble construction. Bulkheads are also referred to as kickplates.

Capital: The head of a column or pilaster.

Casement window: A window with one or two sashes which are hinged at the sides and usually open outward.

Certificate of Appropriateness: A document awarded by the Historic Zoning Commission (HZC) allowing an applicant to proceed with a proposed alteration, demolition, or new construction in a designated area or site, following a determination of the proposal's suitability according to applicable criteria.

Column: A circular or square vertical structural member.

Commission: The Johnson City Historic Zoning Commission.

Common bond: A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposes, to structurally tie the wall together.

Configuration: The arrangement of elements and details on a building or structure which help to define its character.

Contemporary: Reflecting characteristics of the current period. Contemporary denotes characteristics, which illustrate that a building, structure, or detail was constructed in the present or recent past rather than being imitative or reflective, or a historic design.

Contributing Structure: To be a structure that is contributes to the historic character of the district.

Corbel: In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.

Cornice: The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

Dentils: A row of small tooth-like blocks in a classical cornice.

Design Guidelines: Criteria developed by the community and HZC to identify design concerns in an area and to help property owners ensure that rehabilitation and new construction respect the character of designated buildings and districts.

Double-hung window: A window with two sashes, one sliding vertically over the other.

Due process: The established procedure by which legal action is carried out.

Eave: The edge of a roof that projects beyond the face of a wall.

Element: A material part or detail of a site, structure, street, or district.

Elevation: Any one of the external faces or facades of a building.

Engaged column: A round column attached to a wall.

Entablature: A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Fabric: The physical material of a building, structure, or community, connoting an interweaving of component parts.

Façade: The elevation of a building that is visible from a public or private right-of-way.

Fascia: A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or “eaves,” sides of a pitched roof. The rain gutter is often mounted on it.

Fenestration: An opening in a structure, such as a door or window.

Flat arch: An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

Flemish bond: A brickwork pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

Fluting: Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

Form: The overall shape of a structure.

Foundation: The lowest exposed portion of the building wall, which supports the structure above.

Frieze: The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

Gable: The triangular section of a wall to carry a pitched roof.

Gable roof: A pitched roof with one downward slope on either side of a central, horizontal ridge.

Ghosts: Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's facade.

Glazing: Fitting glass into windows and doors.

Head: The top horizontal member over a door or window opening.

Hipped roof: A roof with uniform slopes on all sides.

Historic Structure: Any structure that is: 1) Listed individually in the National Register of Historic Places or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; 2) Certified or

preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered district or a district preliminarily determined by the Secretary to qualify as a registered historic district; 3) Individually listed on a state inventory of historic places; or 4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified by an approved state program as determined by the Secretary of the Interior.

Historic District: A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, materials, workmanship, sense of cohesiveness, or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a historic district board or commission.

Historic Imitation: New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings (historic replica).

Hood molding: A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold.

HZC: The Johnson City Historic Zoning Commission.

Infill: New construction in historic districts on vacant lots or to replace existing buildings.

Jack arch: (see Flat arch)

Keystone: The wedge-shaped top or center member of an arch.

Landmark: A building, structure, object or site which is identified as a historic resource of particular significance.

Lintel: The horizontal top member of a window, door, or other opening.

Masonry: Exterior wall construction of brick or stone laid up in small units.

Massing: The three-dimensional form of a building.

Material: Refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Material Change: A change that shall affect either the exterior architectural or environmental features of an historic property or any structure, site, or work of art within an historic district.

Module: The appearance of a single façade plane, despite being part of a larger building. One large building can incorporate several building modules.

Modillion: A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

Molding: A decorative band or strip of material with a constant profile or section designed to cast interesting shadows. It is generally used in cornices and as trim around window and door openings.

Mortar: A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

Mullion: A heavy vertical divider between windows or doors.

Multi-light window: A window sash composed of more than one pane of glass.

Muntin: A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

Normally Required: Mandatory actions, summarized in the guidelines, whose compliance is enforced by the preservation commission.

Obscured: Covered, concealed, or hidden from view.

Orientation: Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building; whereas, it shall face the street.

Paneled door: A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

Parapet: A low horizontal wall at the edge of a roof.

Pediment: A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Pier: A vertical structural element, square or rectangular in cross-section.

Pilaster: A square pillar attached, but projecting from a wall, resembling a classical column.

Pitch: The degree of the slope of a roof.

Portland cement: A strong, inflexible hydraulic cement used to bind mortar. Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles and shall not be used on old buildings.

Post: A piece of wood, metal, etc., usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; pillar; pole.

Preservation: The act of maintaining the form and character of a building as it presently exists. Preservation stops deterioration and stabilizes the structure. Generally, saving from destruction or deterioration old and historic buildings, sites, structures, and objects and providing for their continued use by means of restoration, rehabilitation, or adaptive use.

Pressed tin: Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.

Proportion: Harmonious relation of parts to one another or to the whole.

Quoins: A series of stone, bricks, or wood panels ornamenting the corners of a building.

Reconstruction: The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared to its historical, architectural, and cultural values.

Rehabilitation: The act or process of returning a property or building to usable condition through repair, alteration, and/or preservation of its features which are significant to its historical, architectural, and cultural values.

Restoration: The act or process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Rhythm: Movement or fluctuation marked by regular occurrence or natural flow of related elements.

Ridge: The top horizontal member of a roof where the sloping surfaces meet.

Routine Maintenance: Actions which do not constitute substantial material changes. Routine maintenance may include the following:

1. Replacement of window glass;
2. Caulking or weather-stripping;
3. Replacement of gutters and downspouts as long as the shape and location match the existing;
4. Replacement of small sections of mission, damaged, or deteriorated siding, trim, roof materials, porch flooring, or steps as long as the replacement materials match the original or existing material in profile, dimensions, and details;
5. Installation of building address numbers;
6. Repair of existing outside lighting; or
7. Temporary signs such as political signs, real estate signs, etc.

Rusticated: Roughening of stonework of concrete blocks to give greater articulation to each block.

Sash: The moveable framework containing the glass in a window.

Segmental arch: An arch whose profile or radius is less than a semicircle.

Semi-circular arch: An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

Shed roof: A gently-pitched, almost flat roof with only one slope.

Sidelight: A vertical area of fixed glass on either side of a door or window.

Significant: Having particularly important association within the contexts of architecture, history, and culture.

Sill: The bottom crosspiece of a window frame.

Stabilization: The act or process of applying measures essential to the maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

Stile: A vertical piece in a panel or frame, as of a door or window.

Streetscape: The distinguishing character of a particular street as created by its width, degree of curvature, paving materials, design of the street furniture, and forms of surrounding buildings.

Style: A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of distinctive character.

Surround: A encircling border or decorative frame, usually at windows or doors.

Transom: A horizontal opening (or bar) over a door or window. (see Overlight)

Trim: The decorative framing of openings and other features on a facade.

Visual Continuity: A sense of unity or belonging together that elements of a built environment exhibit because of similarities among them.

Appendix III

{ Other Resources }

- Blumenson, John G., Identifying American Architecture – A Pictorial Guide to Styles and Terms, 1600-1945, 2nd Revised Edition. Alta Mira Press, 1995
- Brand, St Brand, Stewart. How Buildings Learn: What Happens After They're Built. New York: Penguin Books, 1994.
- Bucher, Ward, and Christine Madrid. Eds. Dictionary of Building Preservation. New York, NY: Wiley, 1997.
- Fleming, Ronald Lee. Facade Stories: Changing Faces of Main Street Storefronts and How to Care for Them. Cambridge, Mass: The Townscape Institute, 1982.
- Faulks, Shalliam G., ed. Historic Building Facades: The manual for Maintenance and Rehabilitation. New York, NY: Wiley, 1997.
- Harris, Cyril M. Dictionary of Architecture and Construction. 4th edition. New York: McGraw-Hill Professional, 2005.
- Kas, Stephen. Rehabilitation Older and Historic Building. New York, NY: Wiley, 1985.
- Litchfield, Michael W. Renovation: A Complete Guide. New York, NY: Wiley, 1982.
- Longstreth, Richard. The Buildings of Main Street. Washington, DC: The Preservation Press, 1987.
- Meany, Terry. Working Windows: A Guide to the Repair and Restoration of Wood Windows. The Lyons Press, 1998.
- Morton, W. Brown, III, Gary L. Hume, and Kay D. Weeks. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. 1979. Rev. ed. Washington, DC: Technical Preservation Services. U.S. Department of the Interior, 1983.
- Moss, Roger. Paint in America: The Colors of Historic Buildings. Washington, DC: The Preservation Press, 1994.
- Old-House Journal. Monthly. Old-House Journal Corporation, 435 Ninth Street, Brooklyn, NY, 11215.

Park, Sharon D., AIA. The Use of Substitute Materials on Historic Building Exteriors. Preservation Brief no.16. Washington, DC: Technical Preservation Services, U.S. Department of the Interior, 1989.

Respectful Rehabilitation: Answers to Your Questions about Old Buildings. National Trust for Historic Preservation. Washington DC: Preservation Press, 1982.

Stahl, Frederick A. A Guide to the Maintenance, Repair, and Alteration of Historic Buildings. New York, NY: Van Nostrand Reinhold, 1984.

Technical Preservation Services, National Park Service, U.S. Department of the Interior. Respectful Rehabilitation. Washington, DC: The Preservation Press, 1982.

Preservation Briefs. Published periodically. Washington, DC: Government Printing Office.

Weeks, Kay D. New Exterior Additions to Historic Buildings: Preservation Concerns. Preservation Brief no. 14. Washington, DC: Technical Preservation Services, U.S. Department of the Interior, 1986.

Weaver, Martin. Conserving Buildings: Guide to Techniques and Materials. New York, NY: Wiley, 1993.